

**MEETING TITLE: STANDARDS COMMITTEE****DATE: 10-20-03**

**ATTENDEES: Jackson Williams and Torney Smith, Joan Brewster, Christie Spice, Maggie Moran, Kim Thorburn, Don Sloma, Claudia Lewis, Maxine Hayes, Rick Mockler, Vicki Kirkpatrick, Larry Fey, Marie Flake, Jane Wright, Linc Weaver, Rita Schmidt Guest: Donna Russel**

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Introductions	New members were introduced and committee members were thanked for committing to another year of work.		
Review committee work plan for the year	See attached. This was included in the 2003-2005 Public Health Improvement Partnership Work Plan Summary.	Approved as a working document.	
Update on interim Activities-Joan Brewster	Barbara Mauer, Mary Selecky and the two chairs of the committee presented at the Joint Health Conference regarding the results of the Baseline Assessment and the uses of the results by DOH and LHJ's. MCPP has submitted a document for publication to the Journal of Public Health Management and Practice. It has been accepted and will appear in a future issue. Copies of the Kitsap County Annual Report showing their activities framed in the categories of the Standards were distributed. Another important document committee members may want to review is the Turning Point publication-"From Silos to Systems". As a result of the new State budget the overall PHIP budget will have a \$40,000 shortfall.		
Administrative Capacities	The revised draft of the capacities was reviewed. The new draft includes a preamble and includes suggestions that were made by members of PHELF in several discussions held with them over the summer. This new version shows Governance and Leadership as two separate categories and includes many new examples of documentation. Upon committee approval they will be discussed again with PHELF and volunteer sites will be requested. NOTE: Attached Administrative Capacities include the changes that were recommended at this meeting and the subsequent PHELF on 11/4/03 meeting. SEE ATTACHED.	Approved with suggested changes to move forward with pilot site testing.	Revise based on comments. Discuss again with PHELF. Solicit pilot sites with PHELF and DOH.

Joint work with Finance Committee	<p>A Discussion Draft of Approaches to “Costing” the Standards was presented. It was suggested that a subcommittee be formed that will include some members of both the Standards Committee and the Finance Committee and will include other critical staff. Suggestions for further clarification:</p> <p>Define the core services that will be included in the costing process. Suggested definition: those activities that result in assessment of public health status in the population and those activities that generate action and build coalitions.</p> <p>The model will focus on the cost for the entire public health system and later it will be examined to see if it can be applied to specific parts of the delivery system.</p> <p>A preamble would be helpful that would set the stage for the work.</p> <p>The goal will be to cost across the standards not measure-to-measure or standard-to-standard.</p> <p>SEE ATTACHED- Approaches to “Costing” the Standards-Discussion Draft.</p>	Approved to move forward to appoint joint subcommittee.	
Self Assessment of the Standards	<p>This is planned for spring of 2004 and will serve as an interim step between the Baseline conducted in 2002 and the next site visit assessment to be conducted in 2005. The self-assessment will be an opportunity for all sites to re-examine their baseline results and to develop a work plan regarding specific goals for improvement in the intervening time.</p> <p>Three subgroups provided input into a plan for self-assessment:</p> <p>The Process Workgroup</p> <p>Communication Plan and Incentives Workgroup</p> <p>The Results Workgroup</p> <p>SEE ATTACHED-a summary of the suggestions from each workgroup</p>		This input will be used to develop a plan and a tool, which the committee will discuss at the next meeting.
Meeting Schedule for 2004	<p>Looking at the work plan, the committee decided that four meetings will be placed on the calendar:</p> <p>February: to focus on the self assessment tool and work of the Joint Subcommittee with Finance</p> <p>April: follow up on self assessment and work of joint committee</p> <p>July: Reports from self assessment efforts</p> <p>October: Preparations for next independent site assessments and plan for 2005.</p>	Approved meeting schedule for 2004.	

**Next Meeting: February, April, July, October- best dates to be determined**